



State Controller's Office
Personnel/Payroll Services Division
Transaction Supervisor Forum

April 18, 2019

Program Management and Analysis Bureau (PMAB)

❖ **Affordable Care Act (ACA) – Sarah Huggins**

- The report titles in ViewDirect for the 6A Mass Update have now been updated. The report title is PDA5758 as defined in [Personnel Letter 19-009](#).
- Forum Questions:
 - Q: Who were the 2016 penalty emails sent to at the departments?
 - A: The departments that received emails for ACAS corrections based on the 2016 IRS penalty assessed to the State are listed below, as well as who was contacted at each department. These are the only departments that need corrections based on the 2016 IRS penalty assessment.
 - Parks and Recreation:
 - Rosana Villalon
 - Michael Martinez
 - Jennifer Saechao
 - Food and Agriculture:
 - Laurie Shortridge
 - Erin Meade
 - Parks and Recreation:
 - Julia Valenzuela
 - Mariane Guerra
 - Food and Agricultural:
 - Laurie Shortridge
 - Erin Meade
 - Gay Faivre
 - CDCR:
 - Renee Pettis
 - Christina Booth
 - Anthony Dillingham
 - Department of Industrial Relations:
 - Lloyd Alba
 - Elena Marcaida
 - Jaibul Suleman
 - Q: Will SCO be updating the 6A Mass Update report in ViewDirect to show only records that need correction?

- A: Yes, SCO will be making these updates and will re-release the report in early summer. The date for HR offices to work the revised error report will be extended and announced when the new report is released. HR personnel may choose to wait until the revised report is released or work the reports that have already been provided.

Personnel and Payroll Services Bureau

❖ Civil Service (CS) Benefits – Rebecca Doctolero

- The team is blitzing Flex and DEV/DRV.
- The team is training on all subjects to reduce backlog.
- The CS Benefits unit is shifting the workload to accommodate Appeals and BU 2 arbitration documents from CalHR.

❖ Civil Service (CS) Payroll - Bryce Miller

- Payroll (Lump Sum Deferral, Military Pay, and General Payroll) is now under Payroll Office III.
- The work is being audited by management and sorted accordingly.
- STD 674/674 AR Reminders:
 - Check the appropriate box on 674/674 A/R so document is routed properly.
 - Complete section B on 674/674 A/R.
 - Remember to sign 674/674 A/R before being sent to SCO.

❖ Statewide Customer Contact Center (SCCC) - Nastassja Johnson

- Updates to the [SCCC call tree](#):
 - When selecting Option 2 (Statewide Civil Service Program), then Option 4 (Payroll) the options for Premium Pay and All Other Payroll Questions have changed.
 - All Other Payroll Questions has now changed to Option 1.
 - Premium Pay has now changed to Option 5.
 - Email blast was sent on 4/12
 - Subscribe under Human Resources>Quick Links on website
 - Call Tree can be found on our website under Human Resources>Contact PPSD
- Meeting notes are now available on our [website](#).
- Reminder: Please ask your staff to work with their supervisor/managers before calling the SCCC to resolve their issue. We are happy to help but we want to make sure your staff is touching base with their supervisor/managers before contacting the SCCC.
- Escalation Email:
 - Our Escalation email (PPSDOps@sco.ca.gov) is for Supervisors and Managers. You can find guidelines to using our Escalation email on our website under Human Resources.
- California Personnel Office Directory (CPOD):
 - Please update [CPOD](#) with current information.